

PVAMU External Employment Application and Approval Form

FY 2022

Prairie View A&M University requires all employees to complete an External Employment Form annually.

Employee name: _____ Title: _____

Department: _____

Please select option A or B:

A: ☐ I do not have external employment nor request permission to accept external employment for FY 2022. (**Skip sections 1-6, review page 2, sign and submit to Vice President's Office of your Division**)

B: ☐ I request permission to continue/accept external employment for FY 2022. The proposed employment will not interfere with my assigned duties. In such external employment, I will act as an individual and not as a representative of Prairie View A&M University (PVAMU) and The Texas A&M University System (TAMUS). External Employment requests will not be granted for a period longer than one year. All authorizations, regardless of length, will terminate on August 31 of the current fiscal year. All employees must reapply for authorization each fiscal year, defined as September 1 – August 31. (**Complete section 1-6, review page 2, sign, and route to Supervisor, Department Head, Dean/AVP and Vice President for approvals/signatures.**)

1. Name and address of employing firm, agency or individual: _____

2. Nature of work (include where the work will be performed): _____

3. Release time requested? ☐ YES ☐ NO. If yes, the following is my basis for release time (provide value to System, professional enhancement): _____

4. Select the amount of expected compensation or value received for external employment.

☐ \$0 ☐ >\$0-\$5,000 ☐ >\$5,000-\$10,000 ☐ >\$10,000-\$25,000 ☐ >\$25,000-\$50,000 ☐ >\$50,000

5. Period of request: _____ through _____
Date Date (No later than August 31 of current fiscal year)

Total release time requested for period (if none requested, state N/A): _____

Total release time (including previous approvals): _____

6. Equity ownership involved? ☐ Yes ☐ No

If so, the amount and type of equity interest owned: _____

I understand that external employment may not be undertaken on that portion of time covered by federal grants or contracts. I further understand that this request applies only to that portion of my time for which I am employed by PVAMU and The TAMUS. I agree to furnish reports and additional details of employment as required.

I certify that there will be no conflict of interest between this external employment and my responsibilities as an employee of PVAMU and TAMUS. I also certify that this external employment will be conducted at no expense to PVAMU and TAMUS.

I fully agree and understand that official release time is contingent upon this activity being of value to PVAMU and TAMUS and an enhancement to my relationship thereto, and so long as I receive no remuneration for the work performed. Otherwise, I will take vacation or accumulated compensatory time for such absences, as applicable.

I certify that I have read System Policies 07.01, *Ethics*, and 31.05, *External Employment and Expert Witness*, and System Regulation 31.05.02, *External Employment*, and agree to conduct my external employment in accordance with the provisions contained therein, including the requirement that I will not engage in external employment prior to receiving the requisite approvals.

Employee signature

Universal Identification Number

Date

Required Signatures if Option B is selected:

Approval recommended:

Release time recommended? ☐ Yes ☐ No

Supervisor Signature

Date

Approved:

Release time approved? ☐ Yes ☐ No

Department Head Signature

Date

Dean/AVP Signature

Date

Vice President /President Signature

Date